

SECRET

Code Modification for
Consultant Qualifications Coding

1. ~~Form No. _____, (name of Form), will be used in the coding of~~
qualifications of ~~covert and semi-covert consultants and experts.~~ The
Employee Qualifications Code will be utilized with the modifications
listed below:

1. ~~a.~~ In the heading of ~~Form No. _____~~ ^{the coding sheet,} the following entries
will be made:

a. ~~(1)~~ The serial number of ~~each~~ ^{the} consultant ~~and expert.~~ ^{or expert, being coded.}

^{This} The serial number will be obtained from a machine run of the
status record of consultants and experts to be supplied through ^{By}
the ^{Planning and Analysis Staff.} ~~Plans, Research, and Development Staff.~~

b. ~~(2)~~ In coding the name, only the first three letters of
the last name will be used.

c. ~~(3)~~ The date of completion of each code sheet may be entered.
It will not be transferred to the IBM cards.

2. ~~b.~~ In Column 14, Sex, the Employee Qualifications Code will be
modified as follows:

Code 1 male - no dependents

Code 2 male - dependents

Code 3 female - no dependents

Code 4 female - dependents

3. ~~a.~~ In Column 15, Type of Contract, the following code has been
added:

Code 1 consultant

Code 2 expert

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Code 3 WAE (when actually employed) who are not assigned to T/O slots and whose records are maintained by the Office of Personnel

4.4 In Columns 16-20, Termination Date of Contract, the month, day and year will be entered. The regular code for months will be utilized.

*see next
Page.*

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5. In Column 21, SCHEDULE, the following code will be utilized:

- Code 1 Per Day of Service (PD)
- Code 2 When Actually Employed (WAE)
- Code 3 Without Compensation (WOC)
- Code 4 Each Consultation (EC)
- Code 5 Per Hour (PH)

6. In Column 22, FUND, vouchered or unvouchered, will be coded as follows:

- Code 1 Vouchered
- Code 2 Unvouchered

7. In Columns 33-38, OCCUPATIONAL EXPERIENCE, the sixth digit will indicate the following:

- Code 1 The field in which the individual is serving the Agency.

8. In Columns 39-44 and 45-50, OCCUPATIONAL EXPERIENCE, the sixth digit will indicate the following:

- Code 2 Secondary field
- Code 3 Tertiary field

9. In Column 79, SECURITY, the following codes will be used:

- Code 1 Full clearance
- Code 2 Limited clearance (to a specific period)
- Code 3 Clearance pending
- Code 4 Restricted clearance (to a given office of project)
- Code 5 Combination of Codes 2 and 4 above

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CONSULTANT QUALIFICATION CODE SHEET

SERIAL NUMBER	NAME (Last) (First) (Middle)	THIS DATE
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CARD COLUMN	10-11	12-13	14	15	16-20	21	22	23-24	25-26
ITEM	OFFICE	DATE OF BIRTH	SEX	TYPE OF CONTRACT	TERMINATION DATE OF CONTRACT	SCHEDULE	FUND	HIGHEST DEGREE	MAJOR
CODE									

CARD COLUMN	27-30	31-32	33-38	39-44
ITEM	COLLEGE	OTHER MAJOR EDUC. AREA	OCCUPATIONAL EXPERIENCE	OCCUPATIONAL EXPERIENCE
CODE				

CARD COLUMN	45-50	51-54	55-58	59-62
ITEM	OCCUPATIONAL EXPERIENCE	COLLEGE (PROFESSIONAL AFFILIATION)	COLLEGE (PROFESSIONAL AFFILIATION)	FOREIGN LANGUAGE
CODE				

CARD COLUMN	63-66	67-70	71-74	75-78	79	80
ITEM	FOREIGN LANGUAGE	AREA KNOWLEDGE	AREA KNOWLEDGE	AREA KNOWLEDGE	SECURITY	CARD NO.
CODE						

CODED BY: _____

REVIEWED BY: _____